

**Figure 2-1. APD Documentation Requirements**

PAPD Documentation Requirements by Program					
Documents	SNAP	SNAP EBT	WIC	WIC SAM	WIC EBT
Transmittal Letter with Official Signature	X	X	X	X	X
Executive Summary	X	X	X	X	X
Resource Requirements	X	X	X	X	X
Schedule of Planning Activities, Milestones, and Deliverables	X	X	X	X	X
Proposed Budget	X	X	X	X	X
Cost Allocation Plan	X	X	X <sup>1</sup>	X <sup>1</sup>	X <sup>1</sup>
IAPD Documentation Requirements by Program					
Documents	SNAP	SNAP EBT	WIC	WIC SAM	WIC EBT
Transmittal Letter with Official Signature	X	X	X	X	X
Executive Summary	X	X	X	X	X
Functional Requirements Document	X	N/A	X	X	X
Feasibility Study/Alternatives Analysis	X	N/A	X	X	X <sup>2</sup>
Cost-Benefit Analysis	X	N/A	X	X	X <sup>2</sup>
General Systems Design	X	N/A	X	N/A <sup>3</sup>	X
Capacity Plan or Study	X	N/A	X	X	X

IAPD Documentation Requirements by Program					
Documents	SNAP	SNAP EBT	WIC	WIC SAM	WIC EBT
Project Management Plan	X	X	X	X	X
Resource Requirements	X	X	X	X	X
Schedule of Planning Activities, Milestones, and Deliverables	X	X	X	X	X
Proposed Budget	X	X	X	X	X
Cost Allocation Plan	X	X	X <sup>1</sup>	X <sup>1</sup>	X <sup>1</sup>
Security Planning	X	X	X	X	X
Request for Waiver of Depreciation	X	X	X	X	X
Test Plan	X	X	X	X	X
Training Plan	X	X <sup>1</sup>	X	X	X
Maintenance and Operations w/ Enhancements (M&O) IAPD Documentation Requirements by Program <sup>4</sup>					
Documents	SNAP	SNAP EBT	WIC	WIC SAM	WIC EBT
Transmittal Letter with Official Signature	X	X	X	X	X
Description of hardware or software changes	X	X	X	X	X
Budget reflecting State and Federal costs by Federal Fiscal Year and Quarter	X	X	X	X	X
Description of how these changes will benefit the Federal programs being served by the system.	X	X	X	X	X
Description of how testing of the enhancements will be accomplished	X	X	X	X	X

<sup>1</sup> As applicable<sup>2</sup> Optional<sup>3</sup> GSD will be available from SAM system being transferred<sup>4</sup> Required if M&O includes high risk items or enhancements as defined in 2.3.3



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Annual APDU Documentation Requirements by Program					
Documents	SNAP	SNAP EBT	WIC	WIC SAM	WIC EBT
Transmittal Letter with Official Signature	X	N/A	X	X	X
Project Status (including major accomplishments, challenges and resolutions, and outstanding issues)	X	N/A	X	X	X
Changes to the approved PAPD/IAPD	X	N/A	X	X	X
Revised Schedule of Activities, Milestones, and Deliverables	X	N/A	X	X	X
Revised Budget	X	N/A	X	X	X
Actual Expenditures to Date	X	N/A	X	X	X
Contractor Performance	X	N/A	X	X	X